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(CIA)

(b)(3) – P.L. 86-36

Dated: 30 April 2015

(U) Employee Guide to Unclassified Resumes**(U) Prepublication Review Requirements****(U) CIA**

1. (U//~~FOUO~~) CIA Employees may have only ONE approved resume at a time. You may not have multiple approved resumes containing different language to target different types of employment opportunities.
2. (U) In addition to resumes, CIA employees must also submit for review and approval any document that they intend to publish or share with any persons or entities outside of the Agency (if it is intended to leave the classified Agency system/network, then it must be reviewed and approved). This includes but is not limited to anything that discusses your work or work history: Biographies, Curriculum Vitae, Application, Essays, etc.

3. (U//~~FOUO~~) [REDACTED]

4. (U//~~FOUO~~) If you have worked at multiple IC agencies over the course of your career, all equity holders where you've worked (CIA, NSA, DIA, etc) must have the opportunity to review and approve before you distribute the resume. It is your individual responsibility to obtain other agency approvals as required by your signed secrecy agreement and different Agencies have differing requirements on reviews and approvals; however the CIA Publications Review Board can assist you with the inter-agency coordination.

5. (U//~~FOUO~~) Resumes must be reviewed and approved by the CIA Publications Review Board. There is no requirement for CIA employees to have their supervisor's approval on a resume. However, depending on the subject matter, the CIA Publications Review Board may, at their discretion, contact your home office to make decisions on the classification level of information contained in your resume. If you are a CIA employee detailed to another IC agency, then you are required to have the other agency review and approve your resume for their equities in accordance with their review guidelines and procedures.

6. (U) The CIA Publications Review Board does not review portions of documents. The entire document must be submitted for review.

(U) NSA

1. (U) Current and former NSA/CSS affiliates shall submit resumes, associated cover letters, work-related bios, and Curriculum Vitae intended for public release to the Office of Information Security Policy (DJ2) for review according to the procedures published on the DJ2 web site ("go resume"), in accordance with NSA/CS Policy 1-30. This includes a review by an NSA/CSS Classification Advisory Officer (CAO) prior to submission.
2. (U) If you have worked at multiple IC agencies over the course of your career, all equity holders where you've worked (CIA, NSA, DIA, etc) must have the opportunity to review and approve before you distribute the resume. It is your individual responsibility to obtain other agency approvals as required by your signed secrecy agreement and different Agencies have differing requirements on reviews and approvals.
3. (U) DJ2 does not review portions of documents. The entire document must be submitted for review.
4. (U//~~FOUO~~) Resumes may not be sent out [REDACTED] Since you cannot send out a resume until after

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5. (U//~~FOUO~~) Current NSA employees with prior CIA staff or CIA contractor time must have their resume approved by the CIA Publications Review Board.

(U) The following table is UNCLASSIFIED//FOR OFFICIAL USE ONLY

	NSA		CIA	
Where to prepare your resume	(U) Recommended: Prepare on your time on a government computer. If done on a home computer and later found to be classified, your hard drive may be confiscated by the Government and not returned.			
When to send out your resume	(U) NSA employees: Only after it is approved for release in accordance with NSA/CSS Policy 1-30 procedures. See CAO.		(U// FOUO) [Redacted]	
	(U) CIA employees: Only after review and approval by the Publications Review Board.		(U// FOUO) [Redacted]	
Who must review your resume	(U// FOUO) Initial review: Your CAO. Follow NSA/CSS Policy 1-30 guidelines for review by NSA Office of Information Security Policy (DJ2). [Redacted]	(U) The CIA Publications Review Board. (U) As a detailee to NSA, you are also responsible for obtaining NSA review for their equities and approval, in accordance with their review process.	(U// FOUO) Initial review: Your CAO. Final approval must be obtained from site, NSA Office of Information Security Policy (DJ2). [Redacted]	(U// FOUO) The Publications Review Board in coordination with the CIA Global Deployment Center. (U) As a detailee to NSA, you are also responsible for obtaining NSA review for their equities and approval, in accordance with their review process.
What can you say on your resume about ...				
Clearances, etc.	(U) May say: - (U) You are cleared TOP SECRET//SI (Special Intelligence) or TS//SI (Sensitive Compartmented Information), but do not refer to special accesses. - (U) You had a Special Background Investigation (SBI) and/or polygraph.			(U// FOUO) [Redacted]
Language	(U// FOUO) You may say that	(U) May discuss in	(U// FOUO) [Redacted]	(U// FOUO) [Redacted]

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capability	you studied a language or used it operationally as long as doing so does not provide an implication of targeting or level of effort/capability. Consult your CAO, DJ2, or NSA/CSS Class Guide 2-7 (revised 20120523). (Note: operational use at other than NSAW or the Cryptologic Centers is classified.)	generic terms.		
Targeted areas, technologies, or communications types	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
Commercial equipment used at work	(U// FOUO) May mention but do not give model number or other identifying specifics (implies capabilities).	(U// FOUO) May mention as long as no classified activities are implied. Do not give model number or other identifying specifics.	(U// FOUO) May mention but do not give model number or other identifying specifics.	(U// FOUO)
Number of computers supported	(U) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U// FOUO) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U// FOUO)
Numbers of people - assisted - supervised	(U) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U) Do not give specific numbers. If number is over 100 you may be able to say, for example, "hundreds of".	(U// FOUO)
Mission-related capabilities, effort, scope	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
Sources/methods	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
The Agency's liaison relationship	(U) Do not mention if fact is For Official Use Only or classified.	(U)	(U) Do not mention if fact is For Official Use Only or classified.	(U)
Assignment location	(U) Do not mention.	(U) Use only regional terms for	(U// FOUO)	(U// FOUO)

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	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
Organizational designators	(U) Do not mention.	(U) Do not mention components below Office level, and for DO, do not mention Office level and below.	(U) Do not mention.	(U) Do not mention.
Organizational titles	(U) Only give unclassified titles.	(U) Do not mention components below Office level, and for DO, do not mention Office level and below.	(U) Do not include specific or otherwise sensitive data.	(U) Do not mention.
Budget data	(U) Do not include specific or otherwise sensitive data.	(U) Do not include specific or otherwise sensitive data.	(U) Do not include specific or otherwise sensitive data.	(U) Do not mention.
Experience	(U) Discuss in generic, unclassified terms only.	(U) Discuss in generic, unclassified terms only.	(U) Discuss in generic, unclassified terms only.	(U// FOUO)
Foreign area knowledge	(U) Do not mention.	(U) Discuss in generic terms.	(U) Do not mention.	(U// FOUO)
Salaries	(U) May mention.	(U) May mention beginning and ending salaries. Do not give Organization-unique pay grades if disclosure would violate the status of personnel.	(U) May mention.	(U// FOUO) (b)(3) OGA CIA
Project names	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
Training	(U// FOUO) May mention unclassified course titles given on the outside or at NCS. Do not mention in-house courses.	(U) May discuss non-organization-unique training.	(U// FOUO) May mention unclassified course titles, taken on the outside or at NCS. Do not mention in-house courses.	(U// FOUO)
	(U) N/A	(U) N/A	(U// FOUO)	(U// FOUO)

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Association with intelligence	(U) May mention.	(U) May mention.	(U// FOUO) [redacted]	(U) Do not mention.
Association with parent agency	(U// FOUO) Must acknowledge NSA or DoD employment; prefer you use DoD.	(U) Must acknowledge CIA employment.	(U// FOUO) A resume publicly released must acknowledge DoD employment during career. May admit to NSA employment when communicating with individual company.	(U// FOUO) [redacted]
Association with Site	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.	(U) Do not mention.
References	<p>(U//FOUO) CIA employees: In very rare cases are references permitted. You may say "Available Upon Request" with prior review and approval by the CIA Publications Review Board.</p> <p>(U) NSA employees: You may say "Available Upon Request"; all names are subject to prepublication review and require permission to release.</p>			

(U) Points of Contact

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CIA

(U) [redacted]
(U) Classification Advisory Officers
(U// FOUO) [redacted]
(U) NSA
(U) Classification Guide 2-11
(U) Classification Guide 2-78
(U) DJ2 Information Security Policy
(U// FOUO) [redacted]
(U) CIA
(U// FOUO) Publications Review Board [redacted]